



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Case Manager
(Bargaining)

PCN: 101011, 101013, 101046,
101048

DEPARTMENT/Location: Northland Opportunity Center **P. R.:** O10

REPORTS TO: Case Manager Supervisor

RESPONSIBILITIES: Interview customers to assess potential employability and self-sufficiency. Develop a cooperative plan of action with customer to formulate positive steps to be taken to achieve and maintain self-sufficiency. Provide linkage with prospective employers, community resources, legal entities, and community organizations. Act as an employment advocate and counsel customers in the development of an employability plan. Provide information regarding the laws and regulations governing assistance and service programs, customers' rights and responsibilities. Make necessary case changes and determines continuing eligibility for cash and services. Based upon written plan developed with customer, establish time frames for meeting incremental and final self-sufficiency goals; identify barriers to achievement of goals, develop viable strategies to resolve barriers, identify and select services to address needs. Refer customer for vocational testing and assessment, conduct employability counseling. Make referrals to child support, social services or other service providers in the community. Investigate case discrepancies and compute overpayments and underpayments of cash, food stamps, and medical services. Act as agency representative at state hearings requested by customer, preparing necessary documentation for the hearing and taking necessary action as ordered by the hearing decision.

MINIMUM QUALIFICATIONS: An Associate's degree in social work or human services field is required; supplemented by two (2) years of experience in social work, case management, or public assistance programs; or any equivalent combination of training and experience.

STARTING SALARY: \$15.87 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Tuesday, September 30, 2014

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Monday, October 6, 2014

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Monday, October 13, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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